



Quark Xpress Essentials

About this course

About our courses



Our courses are delivered face-to-face in purpose-built training facilities. Each student has their own computer and is given personal attention to achieve their learning outcomes.

Courses may be taken "off the rack" at scheduled times or customised to your needs and delivered at your convenience.

What you get

Fearless courses are fully catered unless otherwise indicated. All courses include comprehensive courseware and, in most cases, a CD-ROM with worked examples, additional reference material and other goodies. All students receive a certificate at the completion of the course and we now offer 90 days phone and email support following the course to assist your learning.

You may also resit the course at any time in the future at no additional charge.

About us...

Fearless specialises in desktop training in graphic design, digital publishing, video editing and creative media. We are a national organisation with training facilities around Australia.

Contact our office during business hours for further details.

Booking Form • Tax Invoice • ABN: 43 093 841 779

Fax: (02) 9475 5442

Available start dates

Please get in touch with our office for available dates.

Course location

Saxons Training Facilities
Level 11,
300 Adelaide St
Brisbane

Please email, fax or post the form to:

PO Box 148
Civic Square ACT 2608
Email: courses@fearless.net.au
Tel. 1300 738 797 • Fax (02) 9475 5442

Delegate 1

Name: _____
Company: _____
Address: _____

Phone: _____
Email: _____

Delegate 2 (please attach details for any additional delegates)

Name: _____
Phone: _____
Email: _____

Course fees

\$995.00 for 1 day

Please note:

- Fee indicated above is for one day but day-pass pricing options may apply. Check our site or get in touch with our office to confirm pricing options.
- Discounts apply to groups: 5% for 2; 7% for 3; 10% for 4 or more.

Payment options

Fees must be paid at time of booking unless other arrangements have been made.¹

I enclose a cheque to Fearless Media Group Pty Ltd

I wish to pay by direct deposit (EFT) to²:

Account: Fearless Media **Acct Number:** 135477 **BSB:** 037010

Please debit my credit card...

Visa Mastercard Amex³ Diners³

Card number: _____

Card expires: _____

Name on card: _____

Signed: _____

Please send the account (receipt or invoice) to¹:

Name: _____

Department: _____

Phone: _____

Email: _____

¹ Payment by invoice available by prior arrangement only please.

² Please email remittance advice to accounts@fearless.net.au

³ Amex and Diners cards attract a 3% surcharge.



Quark Xpress Essentials Course Outline

The Quark XPress Workspace

- Palettes and tools
- Zooming and navigation
- Setting the zero point
- Placing guidelines and showing invisibles
- Setting preferences
- Using the measurement palette

Creating a New Project

- Creating a new project
- Print v. web layouts
- Setting page size and margins
- Setting columns and gutters
- Saving Quark XPress documents
- Automatic text boxes

Working with Text Boxes

- Creating a text box
- Typing and importing text
- Manipulating text boxes
- Setting frame properties
- Linking text frames

Working with Boxes and Objects

- Precise positioning of boxes
- Multiple selections
- Locking and unlocking items
- Copying and duplicating items
- Grouping and ungrouping items
- Manipulating the order of items

Using Colour

- Applying colour to items
- Creating swatches
- Using solid and blended colour
- CMYK v. RGB colours

Working with Type

- Local formatting v. styles
- Typography in Quark
- Text on a path

Formatting Type

- Choosing typefaces and sizes
- Understanding leading
- Creating drop caps in paragraphs
- Setting bulleted paragraphs
- Setting rules above and below paragraphs
- Setting and editing tabs

Style Sheets

Understanding paragraph styles

- Creating and editing paragraph styles
- Working with character styles
- Applying styles to paragraphs
- Basing styles on existing styles
- Viewing used and unused styles

Working with Images

- Creating picture boxes
- Importing and linking image files
- Sizing and scaling images
- Removing picture backgrounds with clipping paths
- Rotating and skewing graphics
- Wrapping text around images and items

Working with Master Pages

- Creating a master page
- Duplicating master pages
- Applying master pages
- Linking text on master pages
- Using automatic page numbering
- Creating a multi-page spread

Using Tables

- Creating a table
- Adding and removing rows and columns
- Formatting tables and cells

Working with Layers

- Understanding layers
- When to use layers
- Moving between layers
- Locking and hiding layers

Printing and Exporting

- Preparing for print
- Printing Quark XPress files
- Understanding Collect for Output
- exporting to PDF